

ADMINISTRATIVE ASSISTANT REPORT

June 2008

06/17/08

FINANCIALS:

1. Maitland, Singler & Van Vlack auditors were here Thurs, June 12th for the testing phase of the audit for the year ending 12/31/2007. Everything appeared to go very well. They have completed their "on-site" testing portion, but will be requesting information for the next week or so. Please let me know if you have any questions for them. The auditors will then complete the financial report for the Town within the next couple of months. However, the Town will need to prepare a Management Discussion Report to include with the audit, as was done last year. After I receive the draft audit & financial report results, I'll draft this report and submit to the Town Board for your approval. The approved Management Discussion Report will be incorporated within the audit and Van Vlack will send the final audit reports to the Town.
2. When does the Town Board want to set up a preliminary 2009 budget timeframe? The more direction the TB can give to the department heads and committees **PRIOR** to budget workshops, the better. The direction could include proposed projects, revenue & expenditure limits, etc.
3. As part of the annual audit, I compile a report listing all the grants awarded, revenues received and expended, along with a list of proposed grant awards for next year. Depending on the timeframes and budget process for all of the grants that the town has been awarded, the Town is looking at well over a million dollars in State & Federal funds to administer. Federal funds come with a lot of administrative requirements.
4. It is the end of the 2nd Quarter, which means that the quarterly payroll reports and sales tax reports are due by the end of July.
5. The January, February, March, April & May 2008 monthly financial reports should be ready for a July agenda.
6. The Fire Dept. has been awarded a US Dept. of the Interior Grant for wildland fighting equipment. I have signed the agreement and grant assurances, as was done for the last grant from the Interior.

MISCELLANEOUS:

1. We have gotten several requests for information for building hangars at the new hangar location, as well as requests for the industrial zone. Information packets have been given/mailed out.
2. Just a reminder that the 4th of July falls on Friday this year and the Town Hall will be closed.
3. Bid notices were sent out to the various propane and septic bidders, as well as published in the Daily Press on June 17th.
4. Several people have mentioned that the assessor is doing a 100% re-valuation for 2008/2009.
5. Did the May 27th, 2008 Board of Review (BOR) adjourn to a later date? There is no notice posted on the Town Hall door and several property owners have asked about the BOR.
6. Reminder that if the Town Board intends to bring the question to the electors of an appointed position for clerk and/or treasurer, a resolution needs to be passed no less than 45 days before the General Election in November.
7. Waggle & I have been trying to use up vacation time before our anniversary dates, but haven't been able to use it all. Waggle & I both have approx 30 hrs left to use and would like to request an extension until mid-August to use this time. I apologize for asking for this extension, but between preparing for the annual audit, payroll, vouchers, & John Q. Public, it's been difficult to take off.

Respectfully submitted,

Barb Nelson

Administrative Assistant/Deputy Clerk